

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: City Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Directs the design and construction program for all public works improvements including program planning, capital improvements budgeting and scheduling. Provides leadership, supervision and direction to engineers, architects and technical support staff.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the design division by providing daily management and leadership, providing technical support, participating in the public works leadership team, administering budgets, allocating resources, assigning tasks, evaluating, developing, scheduling and counseling employees.
2	S	Manages projects by developing and managing budgets, ensuring that all projects are accomplished within legal, budgetary and time constraints and with maximum customer satisfaction and resolving any issues arising from contracts.
3	S	Provides technical assistance and advise to citizens, city council and other departments and agencies in engineering and architectural matters.
4	S	Ensures that the city maintains a proactive bridge program that meets all federal and state mandates.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Seven years experience as an Engineer.
Certifications and Other Requirements	Valid Driver's License, Professional Engineer
Reading	Work requires the ability to read contracts, specifications, technical manuals, reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and calculus.
Writing	Work requires the ability to write business correspondence, policies and procedures, technical reports, ordinances, and contracts.
Managerial	Managerial responsibilities include planning and scheduling work, managing contracts, allocating resources, and providing technical support as needed.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. Develops and manages budgets for the majority of C7P projects and programs.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with construction contractors, citizens, and civic groups.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Construction sites, presentations
Sitting	C	Computer, desk work, meetings, driving
Walking	F	Construction sites, observations, to/from meetings
Lifting	R	Plans, tools
Carrying	R	Plans, tools
Pushing/Pulling	R	Office furniture, file boxes
Reaching	R	Ladders
Handling	R	Plans, tools, office fixtures
Fine Dexterity	F	Computer keyboard, telephone keypad, using tools
Kneeling	N	
Crouching	R	Construction sites
Crawling	R	Construction sites
Bending	R	Construction sites
Twisting	R	Construction sites
Climbing	R	Ladders
Balancing	R	Ladders
Vision	C	Computer, desk work, construction inspection
Hearing	C	Staff, supervisor, telephone, meetings, presentations
Talking	F	Staff, supervisor, telephone, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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Office equipment, tools, computer, Standard Microsoft Windows and Office software, Internet Explorer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety glasses/eye protection

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)